

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 322-6250



August 24, 1983

ALL-COUNTY INFORMATION NOTICE NO. 1-94-83

TO: COUNTY WELFARE DIRECTORS
AUDITORS
ADMINISTRATIVE SERVICES OFFICERS
DISTRICT ATTORNEYS
MENTAL HEALTH DEPARTMENTS
COUNTY CLERKS
PROBATION DEPARTMENTS
PUBLIC ADOPTION AGENCIES

SUBJECT: COUNTY FORMS CATALOG

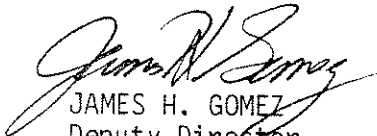
Attached is the 1983 edition of the Department of Social Services (DSS) County Forms Catalog. The catalog includes all forms and publications available to CWD/agencies through the DSS Warehouse. It has been revised to reflect all changes through Notice of Form Change No. 83-77. The unit prices listed in this catalog are effective July 1, 1983, and will remain in effect until further notice.

Significant ordering procedure changes since the issuance of the 1982 catalog are as follows:

1. Limit all future orders to a two-month supply of any item (see page 1). This will provide us with a more accurate usage rate for purposes of replenishing the inventory and will result in improved services to you through more consistent availability of stock to meet your needs. We have found that many agencies order in very large volumes, particularly at the time a new form or revised form is introduced. Because our inventory is maintained on the basis of a six-month average usage rate, such disproportionate ordering practices result in inaccurate usage data.
2. Whenever possible, consolidate future orders until all lines of the GEN 727B, Forms Order, are filled (see page 1). This would result in cost savings to both the requesting agency and this Department. Currently, some agencies are submitting a number of partially filled forms orders within one or two weeks and occasionally within a couple of days. This creates additional postage and processing time for the requesting agency. It also creates unnecessary additional paperwork, handling and shipping costs for this Department.

3. Do not order numbered publications (PUBs) and unnumbered publications on the same order form. As instructed on page 4, submit orders for numbered publications on GEN 727B and other publications, such as manuals, All-County Letters, etc., on GEN 387A, Request for Publications. The inventories of these two types of publications are maintained and handled by separate units and staff of the warehouse.
4. When returning stock of obsolete "sold" forms to the DSS Warehouse for credit, it must be accompanied by a copy of the GEN 727B so proper credit can be given. We no longer require a copy of the GEN 127, Notice of Form Change, which announced the obsolescence (see page 2).
5. Do not submit payments with your order for "sold" forms. You will be billed on a quarterly basis.

Before placing your next order, please read through the preface of the catalog which contains all current ordering procedures. If you have any questions, contact Ellsworth Kelley, Warehouse Manager, at (916) 322-6250, ATSS 492-6250.


JAMES H. GOMEZ
Deputy Director
Administration

Attachment

cc: CWDA